

**TOWN OF ROCKY HILL
GOVERNMENT OPERATIONS AND SCHOOL FACILITIES COMMITTEES
SPECIAL MEETING OF JUNE 16, 2014**

Present: Nadine Bell, Chairwoman (Gov. Ops. Cmte.), Councilor Guy Drapeau (Gov. Ops. Cmte.), Councilor Tim Moriarty (Gov. Ops. Cmte.), Brian Dillon, Chairman (School Facilities Committee) and Jennifer Allison (School Facilities Committee). Also present were: Barbara Gilbert (Town Manager), John Mehr (Finance Director), Jim Sollmi (Director of Public Works) (Left at 5:27 p.m.), Mike Sorano (Friar Associates), Ken Biega (O & G Industries, Inc.), Lee Sullivan (O & G Industries, Inc.) (Entered at 5:04 p.m.), Steve Sopelak (Project Engineer for R.H.), Mike Mancini (Interim Facilities Director), Superintendent Dr. Mark Zito and Councilor Meg Casasanta (Entered at 5:14 p.m.).

Those absent: Rene (Skip) Rivard (School Facilities Committee).

I. CALL TO ORDER

Chairwoman Nadine Bell called the June 16, 2014 special meeting of the Government Operations Committee to order at 5:00 p.m. in the Council Chambers, Town Hall, 761 Old Main Street, Rocky Hill, CT.

Chairman Brian Dillon called the special meeting of the School Facilities Committee meeting to order at 5:01 p.m. in the Council Chambers, Town Hall, 761 Old Main Street, Rocky Hill, CT.

II. MEETING OPEN TO THE PUBLIC

Chairwoman Nadine Bell asked if anyone from the public wished to address the Committees. There was no one from the public who wished to.

III. OLD BUSINESS

**A. Discussion and Possible Action – Award of Bid – School Security for
Griswold Middle, Stevens and West Hill Schools**

Chairwoman Nadine Bell asked who would like to give them a brief overview of where they were with this. Ken Biega told Chairwoman Nadine Bell that he didn't know how much she wanted him to get into because he knew they had gone over this the last time at their last meeting. Ken Biega said he did want to bring up the issue about the difference in the bid numbers, etc. and he said that he had spoken to Councilor Tim Moriarty about this. Ken Biega said quite a bit of research was done as to why there was so much of a difference with the numbers and a lot of it came back to the licensing of this system that they will be using. They were concerned when the numbers were looked at. The system being used isn't the same one that had been spec'd by SecureWatch 24 (SW24). SW24 had worked with Friar Associates on

the development of this. He said they wanted to give some flexibility to the security contractors for them to come in with some alternate pricing. He mentioned that they feel comfortable the they can meet the scope in what is being looked to be done after they had sat down to have a presentation done by the firm from Texas, as well as calling some of their references up. He said that Jahala Grous (IT Director for Board of Ed) had asked a lot of technical questions on the technology side and she felt comfortable with this firm (CNC Microtech).

Chairwoman Nadine Bell asked if there were any questions from the Government Operations Committee. Councilor Tim Moriarty said he had talked earlier about this with Ken Biega and he also had a discussion with Chairman Brian Dillon. Councilor Tim Moriarty referred to the number and he said that he is afraid that the firm is going to come back later on and charge them. This firm isn't charging the Town for licensing right now but he bets that they will down the road. He referred to some of the other numbers from the other firms. He referred back to CNC Microtech's number and he said that he knew this wasn't "apples to apples" because they will be using their own things. He told everyone that he thinks they had the discussion before about if this firm goes "belly up" in six months then the Town will be stuck with this because it is that firm's things.

Chairwoman Nadine Bell asked the people, who had attended the scope review and who had received assurances, if this bid number was good. Ken Biega said he would let Lee Sullivan get into a little more detail about that. Lee Sullivan said everyone had bid their own surveillance system when the bidding had been opened up to more of a selection. The original bids had been based on one proprietary system. She referred to Collins Electric and Net Services and she said that they have licensing so she told everyone that if they were to add cameras or if they were to do anything different then they would be paying them as well. She referred to the three bids they had received, which were qualified ones and which were the three lowest ones, and she said that they could charge the Town if cameras were to be added. The low bidder (CNC Microtech) was at \$1,070 for his unit price for new cameras with regards to new cameras being added within the scope of the contract. Collins Electric was at \$1,700 for this. She said there would be a significant difference if they were to add a number of cameras in. CNC Microtech was scoped out more thoroughly than it would normally be because of the bid difference.

Chairman Brian Dillon said he had one question for confirmation. He asked if this has been vetted out with Jahala Grous and if she is comfortable with the software, the cameras, and the program with regards to its interface with the RHPD. Lee Sullivan said Jahala Grous was extremely pleased and Mike Mancini, who will be working on some of the operational facets, was pleased too. Lee Sullivan said they had spoken to other school districts that have been using this and this is more on the west coast. Denver has over two hundred schools that are using this system. She said that she also had spoken with a medical center near Albany, NY that has three locations that have many cameras and they are very pleased. Chairman Brian Dillon confirmed that both of the user groups are satisfied with the software. Lee Sullivan said yes. Chairman Brian Dillon said thank you.

Councilor Guy Drapeau told Lee Sullivan that she had mentioned that there are over two hundred schools in the Denver area and he asked if anybody has called any of those schools about endorsements and recommendations, etc. Lee Sullivan said that Jahala Grous had spoken

directly with the Superintendent of Schools in Denver, as well as with the IT Director there. Councilor Guy Drapeau said that they have to take a chance somehow. Councilor Tim Moriarty said their “hands are tied” because they have to take the lowest qualified bidder by State Statute.

Chairman Brian Dillon said he thought that Councilor Tim Moriarty’s comments were good and they might have to deal with a licensing issue down the road but he said that right now it seems like this meets their spec and everyone is comfortable with the system, as well as with the software. Chairman Brian Dillon said they should go forward with this.

Chairwoman Nadine Bell asked if there were any other questions. There were none. She asked for a motion to accept this and to have it moved on to the Town Council for this evening.

Councilor Tim Moriarty made a motion to approve the Resolution – Award of Bid – Rocky Hill Schools – Griswold, West Hill, and Stevens Security and Technology Upgrades and forward this to the Town Council. The motion was seconded by Councilor Guy Drapeau and adopted unanimously (by the Government Operations Committee).

BE IT RESOLVED that the Rocky Hill Town Council award of bid for Security and Technology Upgrades at Griswold, Stevens and West Hill Schools to CNC Microtech, 20 Corporate Circle, Albany, NY at a cost of \$257,306.00. The security and technology upgrades project will be charged to the 2013-2014 Capital Improvement Budget – School Improvements Security Items- budget line 01-950-000-5719 and will receive State reimbursement from a matching grant through the Department of Emergency Services & Public Protection.

Report and Recommendation

Security and technology upgrades are:

Griswold – install security cameras.

West Hill- install intercom system and security cameras.

Stevens – install intercom system and security cameras.

After doing reference checks and a scope review with the contractor, town, school, Friar, and O & G staffs, all recommend that the security bid be awarded to CNC Microtech for all three schools.

Other Bidders

Collins Electric, Chicopee, MA = \$562,516

Net Services, Rocky Hill, CT = \$635,000

Halifax Security d/b/a North American Video, Brick, NJ = \$1,362,269.07 (Error completing bid form)

**B. Discussion and Possible Action – Award of Bid – Handicapped Accessible
Bathrooms at Stevens Schools**

Ken Biega said they did the scope review and the low contractor is Noble Construction. He said they have done numerous jobs with them and there is no question about Noble Construction's ability on getting this project done. The concern they have is the starting of this project and getting it going. Noble Construction supposedly is getting their insurance and bonds all ready to go. He told everyone if they were to take action on this then Noble Construction will be sent a Letter of Intent. They will get the contract over to Noble Construction so that hopefully the work can be started. They don't want Noble Construction working on the site until they have the insurance in place. Noble Construction feels comfortable that they can get the toilet partitions and they can get all of this done before the start of the school year. He said this will be a "crunch" just with the submittal process and to get this going.

Chairwoman Nadine Bell asked if there were any questions. Councilor Tim Moriarty said he liked seeing four bids that were within \$18,000.

Chairman Brian Dillon said a few weeks ago at the School Facilities Committee meeting, there had been a brief conversation with O & G Industries, Inc. about this process. He said that he wanted everyone to be clear about the Board of Education adding scope and the way this project was vetted out. The Board of Education had originally budgeted this cost in its Capital Improvement Program based on what the first floor was per square foot and that number had been coordinated with Friar Associates. Friar Associates developed a more comprehensive layout for the bathroom in March 2014. The Board of Education completely endorsed that as being a project that fit the need of the school and this would also solve ADA issues long term. The Board of Education had requested an estimate back in February 2014 for this because they recognized that this design was different than the original design that had been put on the table as part of the Capital Improvement Plan. He said unfortunately though, there was a disconnect and that estimate was never brought to the Board of Education or to the Town Council for final vetting. He didn't want anyone to think that there was any final push by the Board of Education to expand the scope of this project. He mentioned that they knew what it was and Friar Associates had delivered a "fabulous" design. He referred to what Councilor Tim Moriarty had said about the bid numbers being good and about every bidder being right there. He commended Ken Biega for the job he had done in bidding this project out.

Ken Biega said they feel comfortable. He referred to what Councilor Tim Moriarty had said and he said that they always get concerned if there is a big spread in the numbers but the numbers for this are close. Councilor Tim Moriarty said that Noble Construction is a good outfit.

Chairwoman Nadine Bell asked if there were any other comments or questions. There were none. She asked for a motion to have this forwarded to the Town Council for this evening.

Councilor Tim Moriarty made a motion to approve the Resolution – Award of Bid – Stevens School Accessible Toilet Upgrades Project and forward this to the Town Council. The motion was seconded by Councilor Guy Drapeau and adopted unanimously (by the Government Operations Committee).

BE IT RESOLVED that the Town of Rocky Hill Town Council awards the bid for Accessible Toilet Upgrades at Stevens School to Noble Construction & Management, Inc., PO Box 843, Essex, Connecticut at a bid price of \$228,500.

BE IT FURTHER RESOLVED that the Accessible Toilet Upgrades at Stevens School project be charged to the Town of Rocky Hill 2014-2015 Adopted Budget in the Capital Improvement Budget – budget line 01-950-000-5720 for School Improvements for Toilet Upgrades at Stevens School in the 2014-2015 budget year.

AND BE IT FURTHER RESOLVED that the contract between the Town of Rocky Hill and Noble Construction be affected as of July 1, 2014.

Report and Recommendation

The Town went to bid for this item with a bid opening on May 27, 2014. Four contractors submitted a bid. Friar Associates, the project architect, and O & G, the project construction manager, reviewed the bid. The project architect and construction manager recommends that Noble Construction be awarded the Accessible Toilet Upgrades at Stevens School project.

Other Bidders:

Scope Construction, Inc., New Britain, CT = \$237,000
Sarazin General Contractors, Inc., North Windham, CT = \$239,000
Garsan Construction, Inc., Wallingford, CT = \$248,000

IV. NEW BUSINESS

A. Old Main Street Replacement Over Goff Brook

1. Authorization for Town Manager to Sign Agreement with BL Companies

Jim Sollmi said the contract they are talking about is for the inspection of the bridge basically. This just went out to bid. It is within the 15% maximum allowable by the State. This figure is a “not to exceed” one. He is expecting this to be \$20,000 to \$30,000 less. The inspection fee is based upon the amount of time that is spent on the project and it isn’t just a fee that they try to reach. He said that they will be done when the job is done.

Chairwoman Nadine Bell asked if there were any questions. Councilor Tim Moriarty confirmed that the deck will be coming in precast. Jim Sollmi said the whole existing bridge will be removed. There will be a micropile footing and walls will be poured. There will be a precast

arch. Councilor Tim Moriarty asked if they are going to be out at the manufacturer testing offsite. Jim Sollmi said that testing is included. Shop drawings will be needed before anything is built. Councilor Tim Moriarty said there had been an issue with the mix with regards to the concrete for the slabs when the boat launch had been done. Jim Sollmi said this is all precast and inspected. A live load will be done on the piles before anything is put on top. Councilor Tim Moriarty agreed about that.

Councilor Guy Drapeau asked if the \$182,000 is going to be included in their \$1,820,800 estimate or he asked if that is above that amount. Jim Sollmi said it is included in the total cost. Councilor Guy Drapeau asked if they have received the State piece yet. Jim Sollmi said no. The supplemental agreement has to be signed in order to apply for that basically. It will then take approximately three months. A check will then be sent to the Town for the whole amount after that. The Town will have to cut the State a check if it comes out less than that amount and it will be adjusted if it comes out being more. He explained that it could take the State two years to do that when they go through their audit. Councilor Guy Drapeau asked Jim Sollmi if he thinks they will be in the red at all. Jim Sollmi said he didn't think so because they had a good bid from Arborio Corporation. Councilor Guy Drapeau said he was talking about cash flows. Jim Sollmi said there is no problem with cash flows at all.

Chairwoman Nadine Bell asked if she could have a motion to have this moved on to the Town Council for authorization this evening.

Councilor Guy Drapeau made a motion to approve the Resolution – Award of Contract – Consultant for Construction Administration for the Replacement of the Old Main Street Bridge over Goff Brook - Engineering and forward this to the Town Council. The motion was seconded by Councilor Tim Moriarty and adopted unanimously (by the Government Operations Committee).

BE IT RESOLVED that the award of contract for the consultant to provide field observations, construction surveys, and construction administration support for the replacement of the Old Main Street Bridge over Goff Brook project be awarded to BL Companies, Inc., 150 Trumbull Street, Hartford, Connecticut at a total price of \$182,920. This consulting service will be charged to the Road Improvement Referendum Capital Improvement Project Fund.

Report and Recommendation

The BL Companies have been the consultant during the design and preconstruction phases of the replacement of the Old Main Street Bridge over Goff Brook project. Town staff recommends BL Companies continue and be the consultant during the construction phase of the bridge.

2. Recommendation to Town Council – Authorization Town Manager by Resolution to Sign the “Local Bridge Program Supplemental Application”

Jim Sollmi said this is the State’s share of this project. This includes everything (i.e. the design, the construction inspection and the construction). He believes that the Town’s share was 31.1%, which amounts to over \$581,000 and this will be returning to the road referendum funds so that more roads can be built with it. He said this is a nice refund.

Chairwoman Nadine Bell asked if there were any questions and there were none. She asked for a motion to move this forward to the Town Council for authorization this evening.

Councilor Guy Drapeau made a motion to approve the Resolution – State of Connecticut Grant – Local Bridge Program Supplemental Application for Old Main Street Bridge over Goff Brook Project and forward this to the Town Council. The motion was seconded by Councilor Tim Moriarty and adopted unanimously (by the Government Operations Committee).

BE IT RESOLVED that the Rocky Hill Town Council authorizes the Town Manager to sign the Local Bridge Program Supplemental Application and any associated agreements between the State of Connecticut and the Town of Rocky Hill for the Old Main Street Bridge over Goff Brook.

Report and Recommendation

This supplemental application provides state funding of 31.13% of the total estimated project cost for the bridge. The Town’s reimbursement from the State under the Local Bridge Program is projected to be \$581,363.33. Town staff recommends going forward with the application to the Local Bridge Program.

B. Discussion – Procedures for BOE CIP Projects

Chairwoman Nadine Bell said that she and Chairman Brian Dillon had a conversation with regards to the number and the intensity that they would be moving with all of the projects this summer. Chairwoman Nadine Bell said that she and Chairman Brian Dillon had talked about how they really want to make sure that all interested parties “stay in the loop” going forward so that they can understand what the procedure is, as well as where they are going. Chairwoman Nadine Bell said that she and Chairman Brian Dillon had also talked about any further Capital Improvement projects and how those will come via the formal action by the Board of Education to the Town Council, where these will be vetted by the Finance Committee in order for them to determine where the funds would be. These would then be moved on to the Government Operations Committee and then to the Town Council finally. Chairwoman Nadine Bell said that she knows that this sounds like a lot of Committees but meetings are set up where this could flow pretty well.

Chairwoman Nadine Bell asked Chairman Brian Dillon if he had any comments. Chairman Brian Dillon said he had one comment from the Board of Education. He mentioned that the discussion at the Board of Education level was the fact that they had developed the CIP early in their budget process. A lot of this is placeholders that are based on square foot estimates and other projects. The Board of Education should be looking to revise its CIP and submitting that to the Town Council as the projects are brought to the final design stage and put out to bid in order for the actual bid numbers to be incurred so that the Town Council can see the Board of Education's amended plans and priorities. He said that they don't have the numbers for when this document was originally developed so ultimately, the only way to move forward on getting projects accomplished, as well as budgeted and prioritized, is for them to go through the bid process with available funds. The CIP can then be amended as needed in order to allow funding for the projects that the Board of Education prioritizes. He mentioned that it will be up to the Town Council ultimately as to whether or not to fund the projects but at least by the Board of Education using the CIP as a dynamic document then they will be able to show where their priorities are for having these projects done. Their plan, through Board of Education action, is to authorize Superintendent Dr. Mark Zito to send a memorandum periodically with an amended CIP Plan from the Board of Education. This will dictate what the Board of Education's goals and desires are for project funding. This will then allow the Town Council to take the actions as they assume that they need to fund or not fund the projects. Chairwoman Nadine Bell said this would be happening this evening at the Town Council because they had received such an amended document.

Chairwoman Nadine Bell asked if there were questions. Councilor Tim Moriarty thought that now that they have some things happening and they have numbers, as well as some projects going out, that they could see what they possibly are going to spend out of the CIP budget. They can see what is going to be left in there after these contracts are up. He thinks they are still going to have to leave "a little nest egg" at the end for unforeseen conditions although these things are budgeted for. Chairman Brian Dillon said he absolutely agreed and he knows that there are still various line items that have a decent amount of money left in them. He told Councilor Tim Moriarty that he is absolutely right and they are going to have Change Orders because they never walk out of projects without those.

Chairwoman Nadine Bell said that perhaps they could ask Finance Director John Mehr to develop this and to send it to the Board of Education Staff, the Government Operations Committee and the School Facilities Committee. Councilor Guy Drapeau asked if this would be for once a month. Councilor Tim Moriarty said that he didn't know if this would have to be once a month. Chairman Brian Dillon said this will just be a matter of balancing this based on change orders once they establish this and put the funds there. Councilor Tim Moriarty said they will just be approving invoices once a month. They could get the information from Finance Director John Mehr every quarter of the year. Councilor Tim Moriarty said this way they will know what is left if they are having a meeting and the Board of Education says they want to do something. He said they will want to see the list and they will want to get as much done with what they have after collaboration with everybody. Councilor Guy Drapeau asked if their first progress report will be at their first meeting after October 1, 2014. Councilor Tim Moriarty said one should be done now because most of the budget will be "eaten up" from everything that has been awarded over the summer.

Finance Director John Mehr said they are in a transition period where they are coming up to year-end. They have items that are budgeted in the current year, as well as in the nonrecurring account, and also into next year. He said this will be a matter of getting all of this organized for reporting purposes. Chairman Brian Dillon asked if they could get this in September because then the school projects (i.e. the bathrooms, etc.) will be done so that everything can be looked at and balanced. Finance Director John Mehr said they could get this by August maybe. He mentioned some of the projects.

Chairwoman Nadine Bell asked if there was any other discussion. She then asked Chairman Brian Dillon if he would like to adjourn the School Facilities Committee meeting and then the Government Operations Committee would continue on with the invoices.

Finance Director John Mehr asked if he could bring up one point that related to the Rocky Hill High School Renovate As New project. They received State approval for them to go out to bid on that project. They have advertised for the asbestos abatement in the newspaper this weekend and the documents for this are also out on the street, etc. He mentioned that they are looking to get a return on the bid by July 2, 2014 and there will be a scope review on July 3, 2014. They want to have the asbestos abatement done in the summer when the kids aren't in school so they are hoping to do an Award of Bid on July 7, 2014 but he doesn't think any meetings are scheduled that day. He said they will probably have to run this through the Government Operations Committee in order to move this along quickly. This will also have to go through the School Buildings Committee, the Town Council and the Public Buildings Commission.

Ken Biega told Chairwoman Nadine Bell that he had wanted to bring this up to her so that she could talk about this at the Town Council meeting this evening with regards to what steps they want to take and the whole procedure with regards to what Committee they would go through first, etc. to make all of this happen for that project. Councilor Tim Moriarty said the Public Buildings Commission is charged with this project according to their Town Charter but the Government Operations Committee isn't. He said the thing to do would be to have everyone at one meeting so that everyone can be in the same room at the same time. Everyone agreed.

Ken Biega said the critical dates are July 7, 2014 and August 18, 2014. Chairwoman Nadine Bell confirmed with Ken Biega that he is looking for them to have a meeting on July 7, 2014. Ken Biega said yes and also one on August 18, 2014. He told them to tell him if this should be a combined meeting. Councilor Tim Moriarty said he thinks that is the only way to do this. Chairwoman Nadine Bell thinks they should have one meeting too and they should get everyone there. Ken Biega said they could get the bid results out earlier to them so that they can see what all of the numbers are at least. Chairwoman Nadine Bell asked Councilor Tim Moriarty if he would have an issue if they had a meeting on July 7, 2014. Councilor Tim Moriarty said that he would be on vacation then but he didn't have an issue with them having that meeting. Chairwoman Nadine Bell told Councilor Tim Moriarty if they got the information ahead of time that he could give input on it.

Town Manager Barbara Gilbert said they had to make sure that a special Town Council meeting was added also in order to authorize someone to award the bid that same night because that has to be done by the full Town Council. She said that could be made their only topic at that

meeting. They will need to have a quorum at that meeting so that means that six members would need to be present. She said that they will have to have Jessica Dumas (Clerk of the Council) see who will be able to make that meeting.

Chairwoman Nadine Bell told Finance Director John Mehr that they could talk about this afterwards to make sure they get all of the Committees together but she thought it would make sense to just have one meeting. Chairman Brian Dillon confirmed that the Committees would be the School Buildings Committee, the Public Buildings Commission and the Government Operations Committee all at once. Chairwoman Nadine Bell said yes. Town Manager Barbara Gilbert said that would be followed up with a special Town Council meeting so that they would be done all in one night. Chairman Brian Dillon said that would make the most sense. Councilor Tim Moriarty said they were talking about asbestos abatement. He said they would have a number and this will be scoped out. Chairman Brian Dillon told Councilor Tim Moriarty that he agreed and he said that should be very quick. Ken Biega said the meeting on August 18, 2014 will be the larger one because it will be the majority of the packages for the project. Chairwoman Nadine Bell said okay. She then confirmed with Councilor Tim Moriarty if he would be away the whole week of July 7, 2014 and he said yes. Chairwoman Nadine Bell asked Councilor Guy Drapeau if he would be there on July 7, 2014 for a brief meeting and he said that he had no idea at this point. Chairwoman Nadine Bell mentioned about them having a quorum. Town Manager Barbara Gilbert asked Councilor Guy Drapeau if he would be available that evening by telephone and he said yes. Councilor Tim Moriarty said he would be too. Town Manager Gilbert said FOI will allow people to phone in. Chairwoman Nadine Bell said okay if they have difficulty in getting a quorum and Town Manager Barbara Gilbert suggested they try that if they do have difficulty in getting a quorum. Councilor Guy Drapeau then said that he could go to that meeting if they really needed him.

Chairman Brian Dillon made a motion to adjourn the School Facilities Committee meeting at 5:26 p.m. The motion was seconded by Jennifer Allison and adopted by those present (from the School Facilities Committee). (Rene (Skip) Rivard was absent.)

V. INVOICES

Councilor Tim Moriarty made a motion to approve all of the invoices. The motion was seconded by Councilor Guy Drapeau and adopted unanimously. (Please see the attachment.)

VI. ADJOURNMENT

Councilor Tim Moriarty made a motion to adjourn the Government Operations Committee meeting at 5:28 p.m. The motion was seconded by Councilor Guy Drapeau and adopted unanimously.

Respectfully submitted,

Jo-Anne Booth
Recording Secretary

